Contractor Instructions for Electronic Access to Design Drawings and Plans

In order to access ProjectWise for electronic plans and design drawings, the contractor is required to have a ProjectWise User Account.

Accessing ProjectWise

1. To request a user account be created the requestor must fill out the below form. A link to the request form can be found on ShopMDOT's bidsystem or by clicking HERE .

2. An account will be created and the information will be emailed to the requestor and their MDOT Manager.
3. Using Internet Explorer 8x or higher, navigate to http://gomdot.com home page.
4. Follow the instructions below to access the electronic plans.

How to find your purchase

To find your purchases bought from ShopMDOT's web page, navigate to GoMDOT and select the Letting Calendar.
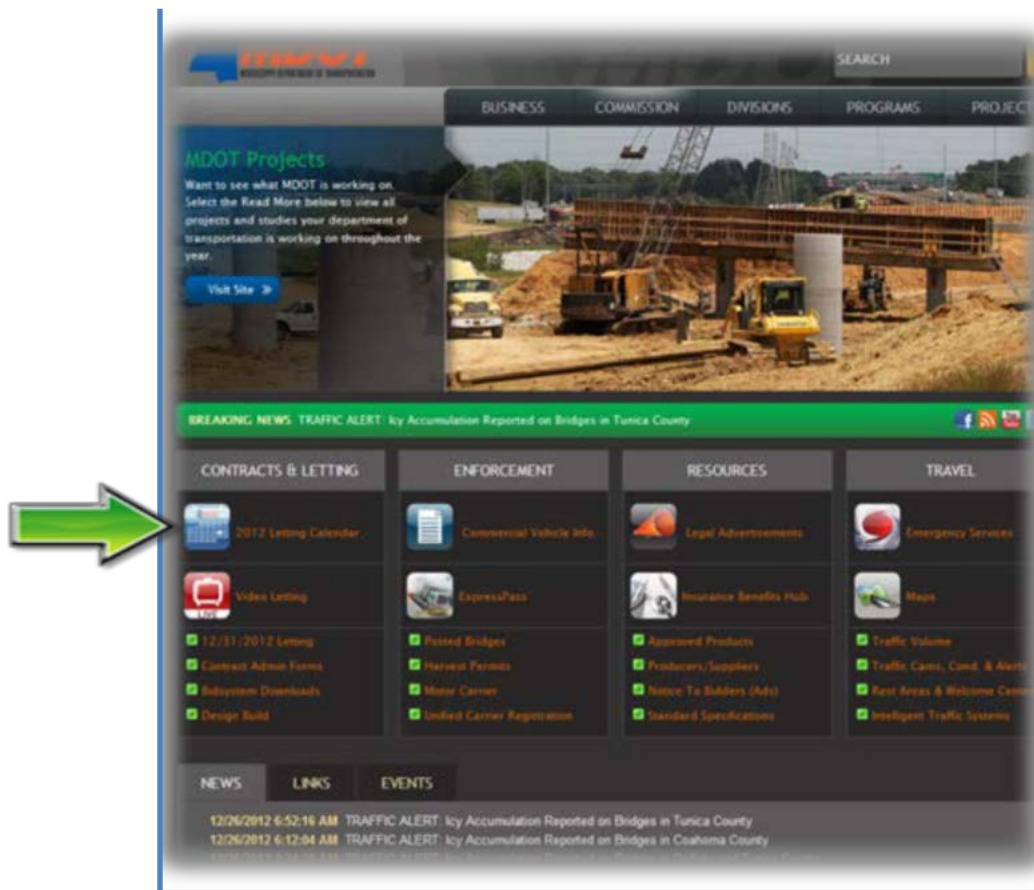
Next, click on the appropriate **Letting Date** link to see a list of all contracts advertised for that letting.

Links to the plan files in **ProjectWise** are located on the **Current Letting** page under the description of each 'Call #' in the current letting. To access the plan file, simply click on the appropriate 'Call #' link for that contract, *as shown*

Please Note:

These links are available to the public; however, anyone that attempts to navigate to a link is presented with an MDOT Threat Management Gateway login screen. Only those that have been approved for access to ProjectWise and have purchased the Plans for that 'Call' will gain access to the digital files in ProjectWise.
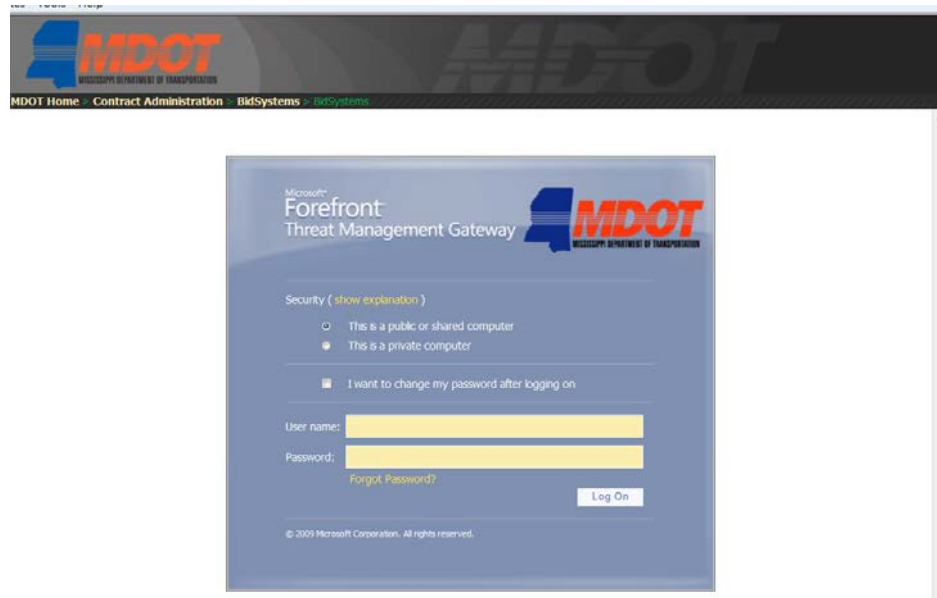
The first time you log into the MDOT ProjectWise network you will have to set some options in Internet Explorer for the site to function properly. This portion of the guide will walk you through your first time of signing on to the Mississippi DOT ProjectWise server. First we need to be sure that all active-x control blocks are off on your office network.

There are two ways to add the ProjectWise Web server to your trusted sites list.
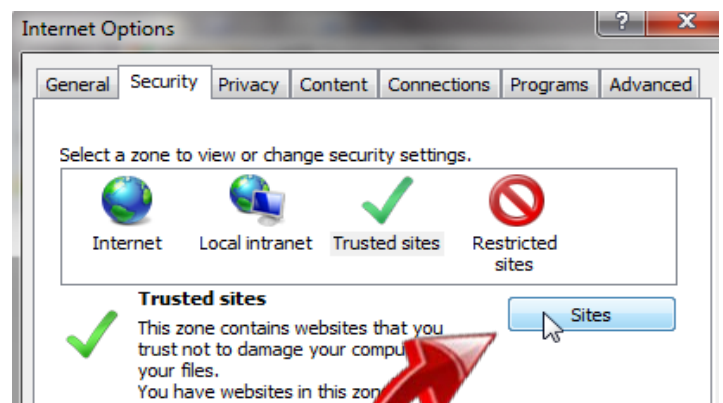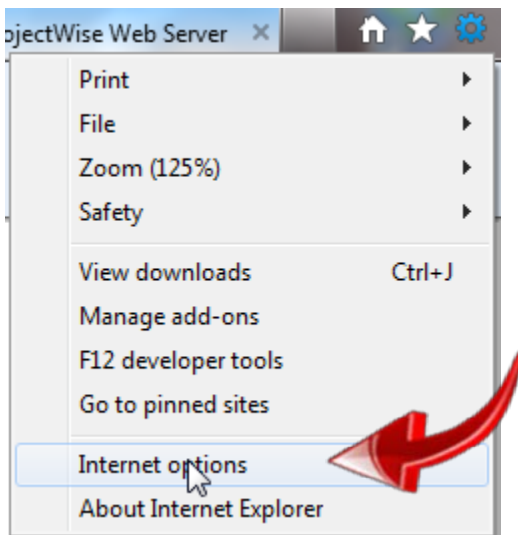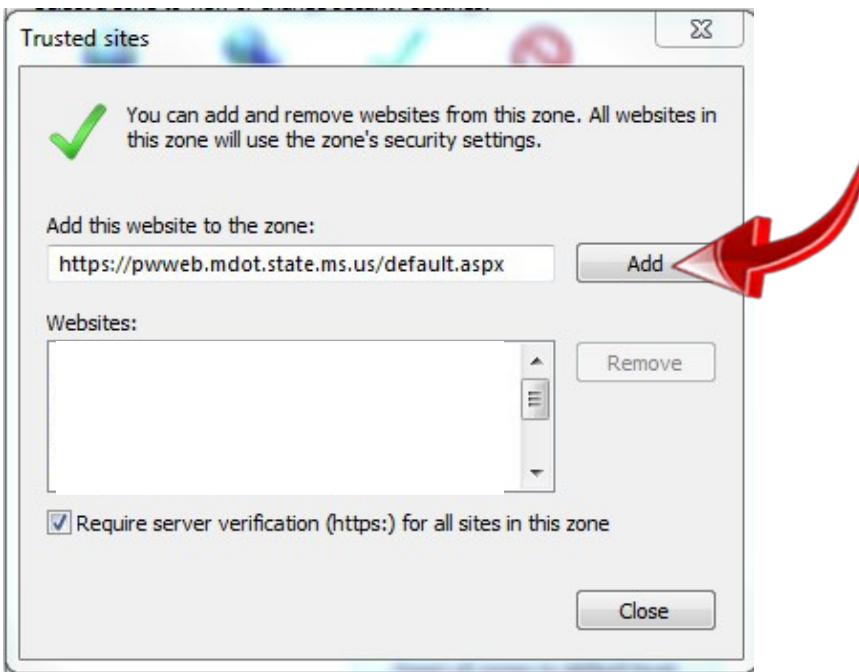
Adding ProjectWise To Trusted Sites

1. You can get to Step #3 by going to Control Panel> Internet Options

OR

2. When you arrive at the ProjectWise Webserver default page go to the **Tools** menu for the Internet Explorer and choose **Internet Options**.

3. Choose the **Security** tab>**Trusted sites**>**Sites** and add https://pwweb.mdot.state.ms.us/default.aspx to the list.

4. Once you have typed in the correct path Click Add then Close.

NOTE:

Be sure that your pop-blocker is turned off and all active-x controls are unblocked on your office network.

Troubleshooting:

If you are having issues with logging into the site try the following

1) Uninstall all ProjectWise web components from your pc by going to Start>Control Panel>Programs and Features.

2) Once you have uninstalled the components from your PC, double check to be sure all active-x controls on your network are turned off.

3) Once you are sure that all active-x controls are turned off, check to be sure that your Internet Explorer pop-blocker is disabled.

4) Once you are sure of steps 1-3 are complete repeat the previous instructions.

Downloading the Documents

1. The Call # link will navigate the contractor to the location for the Final Plans for the desired project's PDF.
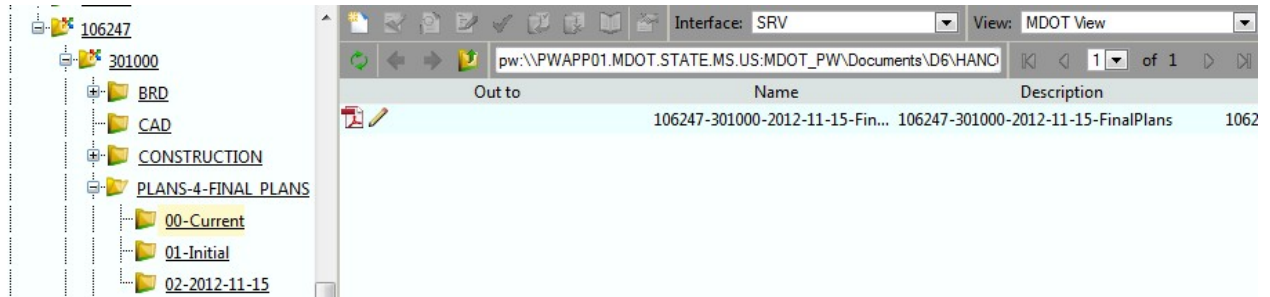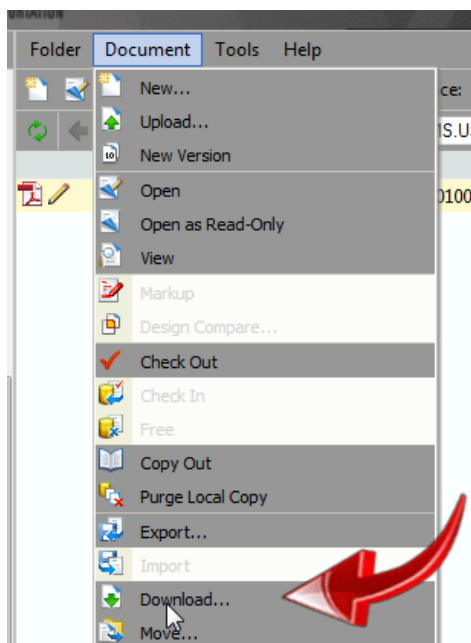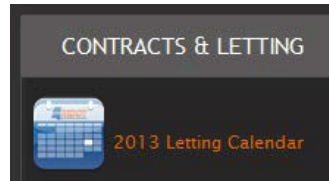

2. Highlight the Document
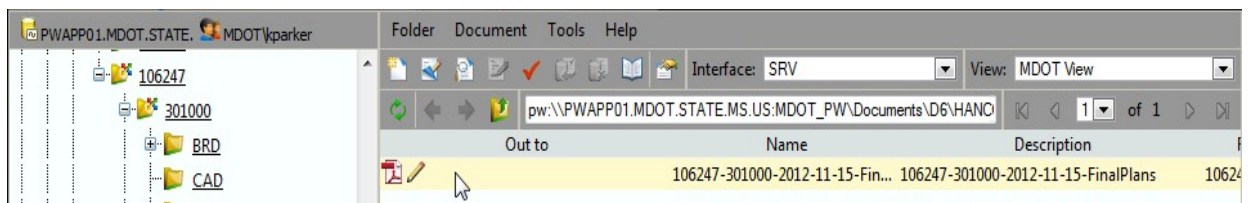
3. From the top menu choose Document>Download

4. Choose the directory to download the file to locally and click OK.
5. Using Windows Explorer, locate and open the file using Adobe reader.
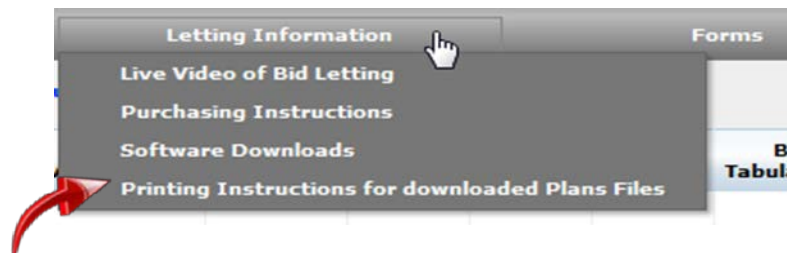
Printing Plans

The contractor will find detailed instructions for printing scaled plots of the plans by choosing the "Letting Calendar" Link on gomdot.com
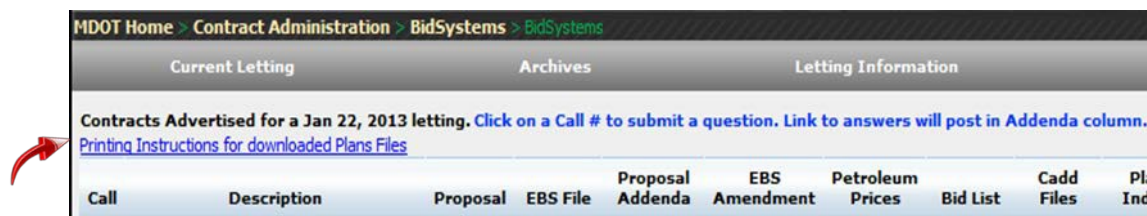

1. At the top of the BidSystem page they can be found here.

2. They can Also be found by choosing the Letting Information tool Menu

3. Another link is located on the Header of the BidSystem page.

ShopMDOT Changes

On ShopMDOT all everyone will see is the message/link below on the Plans page and the Plans Detail page when not logged in. This link is disabled until the user/contractor has been authenticated by logging into ShopMDOT. This will prevent ProjectWise access requests from users that don't have a ShopMDOT login.

This is currently on development.

http://shopmdotdev/productsListPlans.aspx?StoreFrontId=1&CategoryID=2&CategoryIndex=1&StoreIndex=0